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MONTANA BUSINESS LICENSING HANDBOOK

YEAR:

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TYPE:

LICENSE NUMBER:

DATE ISSUED:

This license is issued by the State of Montana, Helena, Montana, in compliance with Sections 50-6-301 through 50-6-316, MCA, and expires December 31, 1986.

Application for this license has been made in due form by:

Licensee:

Establishment:

Address:



Director

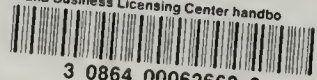
THIS LICENSE MUST BE PLAINLY DISPLAYED IN YOUR PLACE OF BUSINESS
THIS LICENSE IS NOT TRANSFERABLE TO ANOTHER PARTY OR SERVICE

MONTANA DEPARTMENT OF COMMERCE

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HANDBOOK

MONTANA BUSINESS LICENSING CENTER

DEPARTMENT OF COMMERCE

REBECCA R. BAUMANN

1424 9TH AVENUE

BUSINESS LICENSING SPECIALIST

HELENA, MONTANA 59620

DEPARTMENT PHONE NUMBER: (406)444-3923

IN-STATE TOLL-FREE PHONE NUMBER 800-221-8015

July, 1988

FORWARD

This handbook is a compilation of state licenses required by law to do business in the State of Montana. Most required application forms and information can be obtained from the Business Licensing Center of the Department of Commerce, as well as from the individual issuing agency.

The information listed is obviously presented in summary form. Every effort has been made to be accurate and comprehensive, however, this is not a legal document and should not be relied on exclusively to determine legal responsibilities.

The Department of Commerce would like to express its thanks to all government agencies that assisted in the compilation of the information contained in this handbook. We encourage comments, criticisms and suggestions on the format and extent of the information. As ideas are received, they can be incorporated into future editions.

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DEPARTMENT OF AGRICULTURE

Plant Industry Division

Agriculture/Livestock Building
6th & Roberts
Helena, MT 59620
(406) 444-3730

License: Alfalfa Leafcutting Bee Registration

COST: \$50.00 Additional Laboratory services; certification available at additional cost
CODE/ARM: Title 8, Chapter 6

License: Agricultural Seed

Seed conditioning plant; Seed labeler; Seed dealer; Seed dealer-only
COST: \$35 for one or more of Seed conditioning, Labeler, Seed dealer; \$15.00 for Seed dealer-only
CODE/ARM: Title 80, Chapter 5

License: Bees & Honey

COST: \$10.00 Minimum \$200.00 maximum - based on number of hives, Apiary registration required.
CODE/ARM: Title 80, Chapter 9

License: Commercial Feed or Pet Foods - Registration

COST: \$25.00 Each pet food; \$5.00 Each commercial feed
CODE/ARM: Title 80, Chapter 9

License: Feed Permit

COST: \$25.00
CODE/ARM: Title 80, Chapter 9
All commercial feed dealers, feed distributors, and feed manufacturers for distribution must obtain a permit before conducting business in or into Montana. Pet food manufacturers and dealers selling only pet foods do not need a permit.

License: Fertilizer/Soil Amendment Licenses

COST: \$50.00 each
CODE/ARM: Title 80, Chapter 10
Exemption - Dealers who sell exclusively unmanipulated animal or vegetable manures, or specialty fertilizers (packaged for non-farm use) do not need this license.

License: Itinerant Merchant's License

COST: \$200.00 Per truck or roadsides stand, Bonding required
CODE/ARM: Title 80, Chapter 3

License: Nurseryman's License

COST: Class A - General nursery license/\$50.00
Class B - Small fruits, shrubs and bushes/\$35.00
Class C - Bulbs, perennials, and greenhouse plants only/\$20.00
CODE/ARM: Title 80, Chapter 7

License: Permit of Exemption (Itinerant/Wholesale License)

COST: \$20.00 Per truck, roadside stand or place of business. Only sale of self-grown produce allowed.
CODE/ARM: Title 80, Chapter 3

License: Produce Wholesaler's License

COST: \$200.00 - Bonding required
CODE/ARM: Title 80, Chapter 3

License: Public Warehouse and/or Commodity Dealers License

COST: \$35.00 Warehouse fee minimum - \$160.00 maximum depending on storage capacity; \$35.00 Commodity Dealer minimum - \$160.00 maximum depending on volume of business conducted; \$25.00 Trucker-Dealer fee - per truck additional. Bonding for Public Warehouseman & Commodity Dealers required.
CODE/ARM: Title 80, Chapter 4

License: Registration of Commercial Fertilizer, Soil Amendment, or Specialty Fertilizer

COST: \$10.00 Per soil amendment; \$10.00 Per commercial fertilizer; \$25.00 Each specialty fertilizer packages of 10 pounds or less
CODE/ARM: Title 80, Chapter 10

DEPARTMENT OF COMMERCE

Consumer Affairs Unit

1424 9th Avenue
Helena, MT 59620
(406) 444-4313

License: Proprietary School Agent Permit

COST: \$25.00; Renewal - \$10.00

CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 3

License: Proprietary School License

COST: \$50.00; Renewal - \$25.00; \$10,000 Surety Bond required

CODE/ARM: Title 20, Chapter 30; ARM Title 8, Chapter 2

Weights and Measures Bureau

1424 9th Avenue
Helena, MT 59620
(406) 444-3164

License: Weighing Device Permit

COST: Variable

CODE/ARM: Title 30, Chapter 12

License: Petroleum Dealer's License

COST: Variable

CODE/ARM: Title 82, Chapter 15

Building Codes Bureau

1218 East 6th Avenue
Helena, MT 59620
(406) 444-3933

License: Building Permit/Plan Review Application

COST: Varies depending on total valuation

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Electrical Permit

COST: Variable

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Fireworks Wholesaler Permit

COST: \$55.00 application fee (retail license incomplete)

CODE/ARM: Title 50, Chapter 37; ARM Title 8, Chapter 70

License: Installation or Alteration of Power Elevators

COST: Variable

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Mechanical Permit

COST: Varies on mechanical system

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Plumbing Permit

COST: Variable

CODE/ARM: Title 50, Chapter 60; ARM Title 8, Chapter 70

License: Public Contractors's License

COST: Class A - \$250.00; Class B - \$165.00; Class C - \$100.00

CODE/ARM: Title 37, Chapter 71; ARM Title 8, Chapter 115

Financial Division

1424 9th Avenue
Helena, MT 59620
(406) 444-2091

License: Consumer Loan License

COST: \$175.00 First year; Renewal - \$125.00
CODE/ARM: Title 32, Chapter 5

License: Consumer Loan Supplementary License

COST: \$75.00 Annually
CODE/ARM: Title 32, Chapter 5

License: New Bank Charter

COST: \$3,000 Annual assessment
CODE/ARM: Title 32, Chapter 1

License: Sales Finance Company License

COST: \$100.00 Annually
CODE/ARM: Title 31, Chapter 1

Business Regulation Division

1424 9th Avenue
Helena, MT 59620
(406) 444-3934

License: Certificate to Operate Tramway

COST: \$100.00 ea. Aerial Passenger Tramway
\$50.00 ea. Ski Mobiles or Chairlifts
\$25.00 ea. J-Bar, T-Bar, Platter Pull
\$15.00 ea. Rope or Wire Tow

License: Certificate of Registered Tramway Engineer

COST: \$10.00 - Application; \$5.00 - Renewal
CODE/ARM: Title 23, Chapter 2; ARM Title 8, Chapter 72

Milk Control Bureau

1520 East 6th Avenue
Helena, MT 59620
(406) 444-2875

License: Producer, Producer-Distributor, Distributor and Jobber License

COST: \$2.00 each Annually
CODE/ARM: Title 81, Chapter 23

Professional and Occupational Licensing Bureau

1424 9th Avenue
Helena, MT 59620
(406) 444-3737

ARCHITECTS, BOARD OF (406) 444-3745

License: Architectural Examination License

COST: Examinations & Re-examination

Division A - \$36.00 Division B - \$78.00

Division C - \$96.00 Division D/F - \$30.00

Division E - \$12.00 Division G-I - \$36.00

\$100.00 - Reciprocity; \$45.00 - Renewal; \$85.00 - Late renewal; \$20.00 Original
license fee; \$27.00 Documents

CODE/ARM: Title 37, Chapter 65; ARM Title 8, Chapter 6

ATHLETICS, BOARD OF (406) 444-5433

License: Boxer - Wrestler (professional)

COST: \$10.00 Annually

License: Promoters

COST: \$100.00 plus \$5,000 Surety Bond

CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

License: Referee or Manager

COST: \$10.00 Annual

CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

License: Seconds or Judges

COST: \$5.00 Annual

CODE/ARM: Title 23, Chapter 3; ARM Title 8, Chapter 8

BARBERS, BOARD OF (406) 444-3738

License: Barber License

COST: \$30.00 Exam fee plus \$15.00 License fee; \$15.00 Annual renewal; \$20.00 Shop
plus \$25.00 Inspection fee; \$20.00 Shop annual renewal; \$150.00 Reciprocity;

\$50.00 Original license for Barbers school; \$35.00 Renewal for Barbers school;

\$50.00 Original - Instructor; \$25.00 Renewal - Instructor; \$10.00 Temporary permit

CODE/ARM: Title 37, Chapter 30

CHIROPRACTORS, BOARD OF (406) 444-5433

License: Chiropractic

COST: \$125.00 Application Fee; \$50.00 Annual renewal Fee-inactive; \$100.00 Annual
renewal fee-active, \$50.00 Re-examination fee

CODE/ARM: Title 37, Chapter 12; ARM Title 8, Chapter 12

COSMETOLOGISTS, BOARD OF (406) 444-4288

License: Salon (all establishments)

COST: \$25.00 License, Renewal or penalty - annual \$25.00 Inspection

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Cosmetologist-Manager Operator

COST: \$25.00 License; Renewal or penalty - annual \$150.00; Reinstatement; \$100.00
Reciprocity

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Cosmetologist-Student

COST: \$5.00 Registration or re-enrollment; \$10.00 Exam; \$10.00 Temporary Permit;
\$25.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Electrologist

COST: \$25.00 License; \$100.00 Exam or reciprocity; \$25.00 Penalty

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Manicurist

COST: \$25.00 License, renewal or penalty

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

License: Manicurist-Student

COST: \$5.00 Registration or re-enrollment; \$40.00 Examination; \$25.00 License

CODE/ARM: Title 37, Chapter 31; ARM Title 8, Chapter 14

DENTISTRY, BOARD OF

(406) 444-3745

License: Dentist

COST: \$75.00 Examination or reexamination; \$35.00 Original licensure; \$70.00
Active/inactive renewal - in-state/out-of-state; \$30.00 Duplicate licensure; \$50.00
Renewal penalty; \$30.00 Documents; \$15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

License: Denturists

COST: \$200.00 Application, original license, exam and full reexamination; \$100.00 Written
reexamination; \$500.00 In-state renewal; \$200.00 Out-of-state renewal; \$50.00
Duplicate, replacement or second address license

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

License: Dentists Anesthesia Permit

COST: \$50.00 Full general application; \$15.00 Full general original permit; \$10.00 Full
general renewal; \$50.00 Light general application; \$15.00 Light general permit;
\$10.00 Light general renewal; \$50.00 Conscious sedation; \$15.00 Conscious
sedation original permit; \$10.00 Renewal; \$100.00 Initial inspection; \$50.00
Re-inspection

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

License: Dental Hygienist

COST: \$75.00 Examination, reexamination; \$35.00 Original licensure; \$50.00
Active/inactive renewal - in-state/out-of-state; \$30.00 Duplicate licensure; \$50.00
Renewal penalty; \$30.00 Documents; \$15.00 Certification

CODE/ARM: Title 37, Chapter 4; ARM Title 8, Chapter 16

HEARING AID DISPENSERS, BOARD OF

(406) 444-5433

License: Hearing Aid Dispensers

COST: \$125.00 Application and renewal; \$100.00 Original license; Re-exam, written
\$40.00; Re-exam practical \$55.00

CODE/ARM: Title 37, Chapter 16; ARM Title 8, Chapter 20

License: Trainee

COST: \$100.00 Original

CODE/ARM: Title 37, Chapter 16; ARM Title 8, Chapter 20

LANDSCAPE ARCHITECTS, BOARD OF

(406) 444-5433

License: Landscape Architecture

COST: \$75.00 Application; \$380.00 Full Examination; \$35.00 License; \$90.00 Renewal

CODE/ARM: Title 37, Chapter 66; ARM Title 8, Chapter 24

MEDICAL EXAMINERS, BOARD OF

(406) 444-4284

License: Acupuncture

COST: \$20.00 Application fee; \$20.00 Renewal fee

CODE/ARM: Title 37, Chapter 13; ARM Title 8, Chapter 28

License: Medical Doctor

COST: \$200.00 Application fee; \$125 Renewal fee

CODE/ARM: Title 37, Chapter 3; ARM Title 8, Chapter 28

License: Nutritionist

COST: \$45.00 Application fee; \$20.00 Renewal fee

CODE/ARM: Title 37, Chapter 25; ARM Title 8, Chapter 28

License: Podiatrist

COST: \$50.00 Application fee; \$25.00 Renewal fee

CODE/ARM: Title 37, Chapter 6; ARM Title 8, Chapter 28

License: Physician Assistant

COST: \$50.00 Application fee; \$35.00 Renewal fee

CODE/ARM: Title 37, Chapter 20; ARM Title 8, Chapter 28

MORTICIANS, BOARD OF

(406) 444-5433

License: Funeral Director

COST: \$40.00 Renewal

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

License: Mortician

COST: \$75.00 Application; \$30.00 Intern; \$60.00 Renewal; \$25.00 Late Fee

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

License: Mortuary

COST: \$45.00 Original; \$125.00 Renewal (includes inspection)

CODE/ARM: Title 37, Chapter 19; ARM Title 8, Chapter 30

NURSING, BOARD OF

(406) 444-4279

License: Registered or Practical Nurse

COST: \$35.00 Examination or endorsement; \$20.00 Annual renewal \$10.00 Endorsement license to another state; \$35.00 NCLEX fee to testing company

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

License: Registered Nurse Specialty Area Recognition

COST: \$25.00 Application fee; \$10.00 Renewal; \$10.00 Endorsing fee to license to another state

CODE/ARM: Title 37, Chapter 8; ARM Title 8, Chapter 32

NURSING HOME ADMINISTRATORS, BOARD OF

(406) 444-4285

License: Nursing Home Administrator

COST: \$70.00 Application; \$60.00 Temporary Permit; \$65.00 May exam; \$100.00 November exam; \$60.00 Temporary permit, \$85.00 Reciprocal; \$100.00 Active renewal; \$50.00 Inactive renewal; \$10.00 Licensing History

CODE/ARM: Title 37, Chapter 9; ARM Title 8, Chapter 34

OCCUPATIONAL THERAPISTS, BOARD OF

(406) 444-2961

License: Occupational Therapist

COST: \$160.00 Registered, \$160.00 Assistant, \$80.00 Permit holder; \$60.00 Active renewal; \$60.00 Late fee; \$15.00 Inactive renewal

CODE/ARM: Title 37, Chapter 24; ARM Title 8, Chapter 25

OPTOMETRISTS, BOARD OF

(406) 444-2961

License: Optometrist

COST: \$150.00 Exam, \$250.00 Reciprocity, \$125.00 Original license; \$125.00 Renewal

CODE/ARM: Title 37, Chapter 10; ARM Title 8, Chapter 36

OUTFITTERS AND PROFESSIONAL GUIDES, BOARD OF

(406) 444-3738

License: Outfitter

COST: \$50.00 Application, exam fee

\$175.00 Investigation fee

\$100.00 Renewal fee; \$100.00 Inactive

\$50.00 Amended application and re-exam

\$50.00 Late renewal penalty

\$75.00 (review or amend) Operational plan

\$200.00 Equipment inspection

\$25.00 Guide license

CODE/ARM: Title 8, Chapter 39

PHARMACY, BOARD OF

(406) 444-5436

License: Registered Pharmacist, Certified Pharmacy, Pharmacy Interns; Licenses for -
Dangerous Drug: Manufacture/Distribute, Dispense, and Research/Analyze

COST: \$60.00 Original Registration Pharmacist

\$175.00 Examination

\$250.00 Reciprocity

\$55.00 Pharmacist annual renewal; \$55.00 Late renewal

\$110.00 Pharmacist late renewal

\$200.00 Certified Pharmacy original

\$100.00 Certified Pharmacy annual renewal

\$200.00 Certified Pharmacy late renewal

\$75.00 Certified Pharmacy, Class IV Facility (original & renewal)

\$40.00 Intern registration

\$10.00 Certification of grades/transfer of intern hours

\$15.00 Copies

\$100.00 Registration DDA manufacture/distribute

\$35.00 Registration DDA dispense

\$50.00 Registration DDA research/analyze

CODE/ARM: Title 37, Chapter 7 & Title 45 Chapters 8 & 10 ARM Title 8, Chapter 40

PHYSICAL THERAPISTS, BOARD OF

(406) 444-3745

License: Physical Therapist

COST: \$150.00 PES exam; \$120.00 Endorsement;

\$50.00 Renewal; \$100.00 Late renewal; \$30.00 Temporary license; \$30.00 Original;

\$15.00 Jurisprudence reexam; \$10.00 Duplicate license

CODE/ARM: Title 37, Chapter 11; ARM Title 8, Chapter 42

POLYGRAPH EXAMINERS

(406) 444-5433

License: Polygraph Examiner

COST: \$125.00 Application; \$100.00 Renewal

CODE/ARM: Title 37 Chapter 62; ARM Title 8 Chapter 47

PRIVATE EMPLOYMENT AGENCIES

(406) 444-4370

License: Private Employment

COST: \$100.00 plus \$2,000.00 Surety Bond required; \$100.00 Renewal fee

CODE/ARM: Title 39, Chapter 5; ARM Title 24, Chapter 19

PRIVATE SECURITY PATROLMEN AND INVESTIGATORS, BOARD OF

(406) 444-3738

License: Private Security Patrolmen and Investigators

COST: \$200.00 each - Contract security company, proprietary security organization, private investigator, qualifying agents & resident managers, and security alarm installer.

\$100.00 License renewals, (One-half price on renewals only for each additional license for dual or multiple licenses.)

\$75 each - Armed contract security employee, armed proprietary security employee, armed private investigator employee; \$50.00 Renewal fee

\$30.00 Unarmed employee, contract security employee, proprietary security employee; \$60.00 Unarmed private investigator employee; \$30.00 Renewal; \$25.00 Late renewal fee

CODE/ARM: Title 37, Chapter 60; ARM Title 8, Chapter 50

PROFESSIONAL ENGINEERS & LAND SURVEYORS, BOARD OF

(406) 444-4285

License: Engineer, Land Surveyor, Engineer-in-Training certification, Land Surveyor-in-Training, Engineer/Surveyor

COST: \$40.00 EIT application & exam; Engineer application & exam: \$120.00 MT EIT, \$140.00 Out of state EIT; \$100.00 Engineer comity (Reciprocity); \$60.00 LSIT application & exam; \$80.00 LS application & exam; \$100.00 LS comity & exam; \$160.00 E/S comity & exam; \$50.00 Re-exam (all categories); \$40.00 PE, LS biennial renewal; \$60.00 E/S biennial renewal

CODE/ARM: Title 37, Chapter 67; ARM Title 8, Chapter 48

PSYCHOLOGISTS, BOARD OF

(406) 444-5436

License: Psychologist

COST: \$110.00 Application fee; \$150.00 Exam; \$110.00 Renewal fee

CODE/ARM: Title 37, Chapter 17; ARM Title 8, Chapter 52

PUBLIC ACCOUNTANTS, BOARD OF

(406) 444-3739

License: Certified Public Accountants & Licensed Public Accountant

COST: \$100.00 Exam; \$20.00 Re-exam fee for each part; \$70.00 Reciprocity or transfer of grades; \$100.00 Original; \$60.00 Renewal of permit; \$35.00 Original & renewal for non-permit holder

CODE/ARM: Title 37, Chapter 50; ARM Title 8, Chapter 54

RADIOLOGIC TECHNOLOGISTS, BOARD OF

(406) 444-4288

License: Radiologic Technical

COST: \$65.00 Exam; \$60.00 Application; \$35.00 Original certificate; \$25.00 Renewal; \$40.00 Penalty; \$25.00 Duplicate

CODE/ARM: Title 37, Chapter 14; ARM Title 8, Chapter 56

License: Radiologic Tech. - Limited Permit Holder

COST: \$30.00 General exam; \$15.00 Each additional exam; \$60.00 Application; \$35.00 Original certificate; \$25.00 Renewal; \$40.00 Penalty; \$25.00 Duplicate; \$70.00 Temporary permit

REAL ESTATE, BOARD OF

(406) 444-2961

License: Sales

COST: \$35.00 Exam; \$35.00 License; \$30.00 Renewal fee; \$30.00 Re-exam; \$25.00 Reschedule

CODE/ARM: Title 37, Chapter 51; ARM Title 8, Chapter 58

License: Broker

COST: \$35.00 Exam; \$65.00 License; \$60.00 Renewal fee; \$30.00 Re-exam; \$25.00 Reschedule

CODE/ARM: Title 37, Chapter 51; ARM Title 8, Chapter 58

License: Branch Office

COST: \$30.00 Exam; \$30.00 License; \$30.00 Renewal fee

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

License: Timeshare Sales

COST: \$35.00 Exam; \$15.00 License; \$15.00 Renewal fee

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

License: Timeshare Broker

COST: \$35.00 Exam; \$35.00 License and renewal

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

License: Timeshare Registration

COST: \$500.00 License

CODE/ARM: Title 37, Chapter 53; ARM (have been proposed)

SANITARIANS, BOARD OF

(406) 444-2961

License: Registered Sanitarians

COST: \$50.00 Application; \$90.00 Exam or re-exam; \$40.00 Renewal fee; \$35.00 Late fee; \$50.00 Reciprocity

CODE/ARM: Title 37, Chapter 40; ARM Title 8, Chapter 60

SOCIAL WORK EXAMINERS & PROFESSIONAL COUNSELORS, BOARD OF

(406) 444-4285

License: Professional Social Worker and/or Counselor

COST: \$75.00 Application fee; \$75.00 Exam; \$120.00 Original license and renewal

CODE/ARM: Title 37, Chapter 22 - Social Workers; Title 37, Chapter 23 - Counselors ARM Title 8, Chapter 61

SPEECH PATHOLOGISTS & AUDIOLOGISTS, BOARD OF

(406) 444-4282

License: Speech Pathologist, Audiologist & Aide

COST: \$40.00 Application; \$25.00 License; \$25.00 Renewal; \$10.00 Inactive; \$20.00 Aide

CODE/ARM: Title 37, Chapter 15; ARM Title 8, Chapter 62

VETERINARY MEDICINE, BOARD OF

(406) 444-5436

License: Veterinarian

COST: \$75.00 Exam application; \$50.00 Proposed restoration; \$25.00 Renewal

CODE/ARM: Title 37, Chapter 18; ARM Title 8, Chapter 64

DEPARTMENT OF FAMILY SERVICES

Audit & Evaluation Division

48 North Last Chance Gulch
Helena, MT 59620
(406) 444-5900

License: Adult Foster Care - Four or Fewer Disabled Adults or Aged Persons

COST: None

CODE/ARM: Title 53, Chapter 5; ARM Title 11, Chapter 16

License: Child Adoption Agencies

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11

License: Child Care Agencies - 24 Hour Care/13 or More Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

License: Community Homes for Developmentally Disabled

COST: None

CODE/ARM: Title 53, Chapters 4 & 20; ARM Title 11, Chapter 18

License: Day Care - Less Than 24 Hour Care/13 or More Children

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 14

License: Group Homes for the Physically Disabled - Eight Adults or Fewer

COST: None

CODE/ARM: Title 53, Chapter 19; ARM Title 11, Chapter 19

License: Youth Foster Care - 24 Hour Care/Six or Fewer Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

License: Youth Group Home - 24 Hour Care/7-12 Children

COST: None

CODE/ARM: Title 41, Chapter 3; ARM Title 11, Chapter 12

License: Child Placing Agencies

COST: None

CODE/ARM: Title 53, Chapter 4; ARM Title 11, Chapter 11

FISH, WILDLIFE & PARKS

Law Enforcement Division

1420 East 6th Avenue
Helena, MT 59620
(406) 444-2452

License: Bird Farm Permit/Fur Farm Permit

COST: \$25.00 initial; \$15.00 renewal - annually

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

License: Commercial Minnow Seining License

COST: \$10.00 Annually

CODE/ARM: Title 87, Chapter 3 & 4; ARM Title 12, Chapter 7

License: Fishing Pond - Commercial

COST: \$500.00 Surety bond required

CODE/ARM: Title 87, Chapter 4

License: Fishing Pond - Private

COST: None

CODE/ARM: Title 87, Chapter 4

License: Fur Dealer License

COST: Resident \$10.00; Nonresident \$50.00; Fur Dealer Agent \$10.00

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

License: Fur Farm

COST: \$25.00 New; \$15.00 Renewal

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

License: Game Farm Permit

COST: \$100.00 Initial fee; \$25.00 Annual renewal

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

License: Shooting Preserves License

COST: \$50.00 for 1st 160 acres, plus \$200.00 for each 160 acres

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

License: Taxidermist License

COST: \$15.00

CODE/ARM: Title 87, Chapter 4; ARM None

License: Zoo (roadside) or Menagerie Permit

COST: \$10.00 - 5 animals or less; \$25.00 more than 6 animals

CODE/ARM: Title 87, Chapter 4; ARM Title 12, Chapter 6

Fisheries Division

1420 East 6th Avenue
Helena, MT 59620
(406) 444-2449

License: Commercial Fishing Permit

COST: \$500.00 Class A; \$200.00 Class B; No fee for Class X

CODE/ARM: Title 87, chapters 3 & 4; ARM Title 12, Chapter 7

DEPARTMENT OF HEALTH AND ENVIRONMENTAL SCIENCES

Food and Consumer Safety Bureau

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-2408

License: Food Purveyor License

COST: \$30.00 Annually

CODE/ARM: Title 50, Chapter 50; ARM Title 16, Chapter 10

Individuals must contact the County Sanitarian in the county in which business will operate to receive license.

License: Public Accommodation License (hotel/motel, tourist home, room house or boarding house, retirement home)

COST: \$30.00 Annually

CODE/ARM: Title 50, Chapter 51; ARM Title 16, Chapter 10

License: Tourist Campground and/or Trailer Court License (rv & tent spaces, mobile home sites)

COST: \$30.00 Annually

CODE/ARM: Title 50, Chapter 52; ARM Title 16, Chapter 10

License: Swimming Pool or Area Approval

COST: None

CODE/ARM: Title 50, Chapter 53; ARM Title 16, Chapter 10

Water Quality Bureau

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-2406

License: Subdivision Certificate of Approval

COST: Maximum of \$48.00 per lot, trailer space or condominium living unit

CODE/ARM: Title 76, Chapter 4; ARM Title 16, Chapter 16

Health Services Division

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-3895

License: Ambulance Service License

COST: \$35.00 Annually

CODE/ARM: Title 50, Chapter 6; ARM Title 16, Chapter 30

Licensing & Certification Bureau

1400 Broadway, Cogswell Building
Helena, MT 59620
(406) 444-2037

License: Mental Health & Mental Retardation Institutions - Receive Health Care Facility/Service

COST: \$20.00 - 20 beds or less; \$1.00 per bed - 21 beds or more

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

License: Hospitals - Receive Health Care Facility/Service

COST: \$20.00 - 20 beds or less; \$1.00 per bed - 21 beds or more

CODE/ARM: Title 50 Chapter 5; ARM Title 16. Chapter 32

License: Receive Health Care Facility/Service*

COST: \$20.00 - 20 beds or less; \$1.00 per bed - 21 beds or more

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

*Health care related facilities, including skilled and skilled/intermediate care facilities, personal care facilities, infirmaries, intermediate developmental disability care facilities, chemical dependency facilities, outpatient facilities, adult daycare center, Hospices, and medical assistance facilities.

License: Home Health Agencies - Receive Health Care Facility/Service

COST: \$20.00

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

License: Outpatient Facilities - Receive Health Care Facility/Service

COST: \$20.00

CODE/ARM: Title 50, Chapter 5; ARM Title 16, Chapter 32

Health Planning & Resource Development Bureau

1400 Broadway, Cogswell Building

Helena, MT 59620

(406) 444-3121

License: Certificate of Need*

COST: 0.3% of proposed expenditure with \$500.00 minimum fee

CODE/ARM: Title 50, Chapter 5; ARM Title 16 Chapter 32

*Required prior to receiving Health Care Facility/Service License

DEPARTMENT OF HIGHWAYS

Gross Vehicle Weight Division

2701 Prospect Avenue

Helena, MT 59620

(406) 444-6130

License: Application and Special Permit - GVW Form *32

COST: \$10.00 - \$200.00, plus weight mileage fees or \$10.00 - \$50.00

CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8

*Issued for oversize and/or overweight vehicles and loads

License: Gross Vehicle Weight Fees Receipt - GVW Form 3

COST: Variable

CODE/ARM: Title 61, Chapters 3 & 10; ARM Title 18, Chapter 8

License: Liquified Petroleum Gas - GVW Form *32

COST: \$27.00 - \$1806.00

CODE/ARM: Title 15, Chapter 71; ARM Not Assigned

License: Proportional Licensing - Apportionment*

COST: Percentage of miles traveled in Montana

CODE/ARM: Title 61, Chapters 3 & 10; ARM Title 18, Chapter 8

*For licensing of Interstate commercial vehicles

License: Restricted Route - Load Permits - GVW Form *32

COST: \$20.00 Trip; \$100.00 Term

CODE/ARM: Title 61, Chapter 10; ARM Title 18, Chapter 8

*Issued for vehicles hauling in excess of 80,000 pounds

License: Temporary Special Fuel - GVW Form *32

COST: \$30.00

CODE/ARM: Title 15, Chapters 70-71; ARM Title 18, Chapter 8

*Issued to residents and nonresidents in lieu of regular license through Dept. of Revenue

License: Temporary Trip Permit - GVW Form *32

COST: \$10.00 - \$20.00 Based on mileage

CODE/ARM: Title 61, Chapter 10; ARM Title 8, Chapter 8

*Issued to nonresidents in lieu of regular license

DEPARTMENT OF INSTITUTIONS

Treatment Services Division

Chemical Dependency Bureau

1539 11th Avenue

Helena, MT 59620

(406)444-2827

License: Approval of Chemical Dependency Treatment Services

COST: None - Annual renewal

CODE/ARM: Title 53, Chapter 24; ARM Title 20, Chapter 3

License: Chemical Dependency Education Courses

COST: None - Annual renewal

CODE/ARM: Title 53, Chapter 24; ARM Title 20, Chapter 3

Must be an approved chemical dependency program as a prerequisite to this approval

License: Certification System for Chemical Dependency Personnel

COST: \$50.00 (written exam fee) - certified every 4 years

CODE/ARM: Title 53, Chapter 24; ARM Title 20, Chapter 3

DEPARTMENT OF JUSTICE

Motor Vehicle Division

Registrar's Bureau

925 Main

Deer Lodge, MT 59722

(406) 846-1424

License: Boat Dealers

COST: \$5.00 for 2 Decals, \$2.00 each additional decal

CODE/ARM: Title 23, Chapter 2

License: Manufacturer, Distributor & Importer

COST: \$15.00 Annually - Renewal in June of each year

CODE/ARM: Title 61, Chapter 4

License: Motorcycle Dealers

COST: \$45.00 License fee; \$5.00 Application fee; \$3.00 Per set of demonstration plates**

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.

Must maintain on file with Registrar's Bureau a copy of current certified sales or franchise agreement from distributor.

License: New Car Dealers

COST: \$5.00 Application fee; \$25.00 License fee includes one set of dealer plates**;
\$25.00 Per set of additional dealer plates; \$3.00 Per set of demonstrator plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.
Must maintain on file with Registrar's Bureau a copy of current certified sales or
franchise agreement from distributor.

License: Recreational Vehicle Dealers

COST: \$5.00 Application fee; \$25.00 License fee includes one set of dealer plates**;
\$25.00 per set of additional dealer plates; \$3.00 Per set of demonstrator plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.
Must maintain on file with Registrar's Bureau a copy of current certified sales for
franchise agreement from distributor.

License: Snowmobile Dealers

COST: \$5.00 Application fee and \$5.00 registration fee entitles dealer to 2 identification
cards; \$2.00 per additional identification cards

CODE/ARM: Title 23, Chapter 2

License: Trailer Dealers and Special Mobile Equipment

COST: \$45.00 License fee; \$5.00 Application fee; \$3.00 Per set of demonstrator plates**

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond

License: Used Car Dealers'

COST: \$300.00 Initial fee for original application; \$5.00 Application fee; \$25.00 License fee
includes set of dealer plates**; \$25.00 Per set of dealer plates; \$3.00 Per set of
demonstration plates

CODE/ARM: Title 61, Chapter 4

Application must be renewed annually and accompanied by a \$5,000.00 Surety Bond.
Used car dealers must sell a minimum of six (6) cars per year in or the initial \$300.00 fee
will have to be paid upon renewal of the license.

**After July 1 of each year the dealer demo plate fee is cut in half for the remainder of
that year.

DEPARTMENT OF LABOR AND INDUSTRY

Workers' Compensation Division

5 South Last Chance Gulch
Helena, MT 59601
(406) 444-6401

License: Boiler Engineer

COST: \$8.00 Low Pressure; \$12.00 Third Class; \$20.00 Second Class; \$30.00 First Class;
\$4.00 Renewal

CODE/ARM: Title 50, Chapter 74; ARM Title 24, Chapter 30

License: Construction Blaster

COST: \$5.00 Application fee; \$5.00 Examination fee; \$15.00 License fee; \$10.00 Renewals

CODE/ARM: Title 37, Chapter 72; ARM Title 24, Chapter 30

License: Crane and Hoisting

COST: \$12.00 Third Class; \$20.00 Second Class; \$30.00 First Class; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

First and Second Class require an Annual Physical Form signed by a medical doctor.

Third Class does not need annual physical.

License: Hoisting Engineer

COST: \$20.00 Second Class; \$30.00 First Class; \$4.00 Renewal

CODE/ARM: Title 50, Chapter 76; ARM Title 24, Chapter 30

Annual renewal must have current Annual Physical Form signed by a medical doctor

License: Traction License

COST: \$12.00, \$4.00 renewal

CODE/ARM: Title 50, Chapter 74; ARM Title 24, Chapter 30

DEPARTMENT OF LIVESTOCK

State Veterinarian

301 Roberts, Scott Hart Building

Helena, MT 59620

(406) 444-2043

License: Animal Importation Health Certificate

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 18

License: Animal Importation Permit

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 18

License: Bone Meal Exemption Permit

COST: None

CODE/ARM: None; ARM Title 32, Chapter 6

License: Bovine Semen Shipment, Manufacture or Sale Permit

COST: None

CODE/ARM: Title 81, Chapter 2; ARM None

License: Brucellosis Vaccination Certificate

COST: None

CODE/ARM: Chapter III, Montana Session Laws of 1981

License: Condensed, Evaporated, or Powdered Milk Factory

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM None - see Federal Regulation

License: Cream Station

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

License: Dairy Farmer

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM None

A dairy is place where milk or cream is produced and kept in its original form for public consumption.

License: Egg Dealers

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

Applies to those selling more than 25 cases per month

License: Egg Graders

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 12

License: Fluid Milk Plant

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 21, ARM Title 32, Chapter 9

Fluid milk plant is a place where milk or cream is purchased or collected and prepared in liquid form for distribution to consumers.

License: Garbage Feeders (To Swine)

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 21; ARM Title 32, Chapter 6

Must comply with specific cooking of garbage requirements.

License: Grader, Weigher, Sampler, and Hauler

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 10

Required for grading, weighing, sampling or hauling dairy products.

License: Manufactured Dairy Products

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

Not required if dairy licensed under MCA Title 81, Chapter 21.

License: Manufactured Dairy Products Plant

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 9

License: Meat Establishment

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Must comply with Departmental sanitary requirements

License: Milk & Cream Testers

COST: \$10.00 Annually

CODE/ARM: Title 81, Chapter 22; ARM Title 32, Chapter 10

License: Milk Distributor's Permit

COST: None

CODE/ARM: Title 81, Chapter 23, ARM Title 32, Chapter 10

License: Montana Quality Label

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 6

License: Permission for Sale or Distribution of Animal Tuberculin

COST: None

CODE/ARM: Title 81, Chapter 2; ARM Title 32, Chapter 3

Department must be notified of destination

License: Poultry Slaughterhouse, Poultry Meat Packinghouse, Poultry Meat Depot

COST: None

CODE/ARM: Title 81, Chapter 20; ARM Title 32, Chapter 6

Slaughterhouse means place where poultry are butchered. Meat Packinghouse means place where poultry are prepared and/or processed. Meat Depot means place where poultry products are stored.

License: Rendering or Disposal Plant

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 9; ARM Title 32, Chapter 6

Must comply with Departmental sanitary requirements

Brand Enforcement Division

301 Roberts, Scott Hart Building
Helena, MT 59620
(406)444-2045

License: Aerial Hunting Permit (of Coyotes)

COST: \$30.00 for 1 year, \$40.00 for 1-2 years, \$50.00 for 3 years

CODE/ARM: Title 81, Chapter 7; ARM Title 32, Chapter 22

License: Hide Dealers or Buyers

COST: \$5.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

License: Livestock Dealers

COST: \$50.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

License: Livestock Market Certificate of Public Convenience & Necessity

COST: \$100.00 Annually

CODE/ARM: Title 81, Chapter 8; ARM None

DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION

Conservation Districts Division

1520 East 6th Avenue
Helena, MT 59620
(406) 444-6667

License: 310 Permit (Issued by individual Conservation Districts)

COST: None

CODE/ARM: Title 75, Chapter 7; ARM Title 36, Chapter 6

Permit required for any physical alteration of a natural, perennially flowing stream.

License: Water Reservation

COST: \$100.00*

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 16

*Other costs may be incurred in the preparation of an EIS and in conducting a contested case hearing. Potential applicants should contact DNRC well in advance of anticipated application date.

Public entitles may "reserve" water for future beneficial uses or to maintain minimum streamflows. Applicants must establish purpose, need, water availability, and amount of water required. Board of Natural Resources and Conservation makes final decision on granting reservation requests.

Energy Division

1520 East 6th Avenue
Helena, MT 59620
(406) 444-6697

License: Certificate of Public Need and Environmental Compatibility

COST: Cost of processing application, not to exceed maximums based upon the estimated cost of the facility, according to the following scale:

- 4% of estimated cost up to \$1 million, plus
- 1% of estimated cost over \$1 million and up to \$20 million, plus
- 0.5% of estimated cost over \$20 million and up to \$100 million, plus
- 0.25% of estimated cost over \$100 million and up to \$300 million, plus
- 0.125% of estimated cost over \$300 million and up to \$1 billion, plus
- .05% of any amount of estimated cost over \$1 billion

CODE/ARM: Title 75, Chapter 20; ARM Title 36, Chapter 7

Certificate required for major facilities of specified capacities that generate or transmit electricity, produce gas or liquid hydrocarbon products from coal, enrich uranium minerals, utilize or convert coal, or utilize geothermal resources, and their associated facilities such as transportation links, aqueducts, dams and substations. Not pertinent to most small business.

Oil and Gas Conservation Division

1520 East 6th Avenue
Helena, MT 59620
(406) 444-6675

License: Drilling Permit

COST: \$25.00 for each well whose depth is 3,500 feet or less
\$75.00 for each well whose depth is 3,501 ft. to 7,000 ft.
\$150.00 for each well whose depth is greater than 7,000 ft.

CODE/ARM: Title 82, Chapter 11; ARM Title 36, Chapter 22

Permit required prior to commencing the drilling of a well for oil and gas.

License: Geophysical Exploration Permit*

COST: \$5.00 per calendar year and a Surety Bond of \$10,000 for a single geophysical crew or a blanket Surety Bond of \$25,000 for all geophysical crews of a firm.

CODE/ARM: Title 82, Chapter 1; ARM Title 36, Chapter 22

*Geophysical exploration permits are issued by the various county clerk and recorders, the bond is required by the Secretary of State. The Oil & Gas Division is involved in regulation of location and plugging procedures ONLY.

Water Resources Division

32 South Ewing
Helena, MT 59620
(406) 444-6601

License: Application for Provisional Permit for Completed Stockwater Pit or Reservoir

COST: \$10.00*

CODE/ARM: Title 85, Chapter 2

*Maximum capacity of the pit or reservoir must be less than 15 acre-feet

License: Beneficial Water Use Permit

COST: A) Application for consumptive uses:

- 0 - less than 25 acre-feet per year \$50.00
- 25 - less than 100 acre-feet per year \$100.00
- 100 - less than 500 acre-feet per year \$150.00
- 500 - less than 1,000 acre-feet per year \$200.00
- 1,000 - or more acre-feet per year \$250.00

B) Application for non-consumptive uses:

0 - less than 1,000 acre-feet per year \$50.00

1,000 - less than 10,000 acre-feet per year \$100.00

10,000 - or more acre-feet per year \$200.00

For any application with a combination of consumptive and non-consumptive uses the rate schedule shown in A above shall apply.

C) For any request for an Interim Permit to drill and test only, there shall be a fee of \$10.00 in addition to the rate shown in A or B above.

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 12

Permit required before appropriation of water or construction of diversion, impoundment, withdrawal, or distribution works. An exception is made for appropriating groundwater outside a controlled groundwater area, where a permit is not required for a well or developed spring of less than 100 gallons per minute. Within 60 days of completion of such a well or developed spring, the appropriator must file a Notice of Completion with the Department. Not pertinent to small business using water from municipal systems.

License: Change or Appropriation Water Right

COST: \$50.00

For change applications concerning a replacement well or reservoir in the same source for domestic or stockwatering purposes: flat rate fee of \$10.00

CODE/ARM: Title 85, Chapter 2; ARM Title 36, Chapter 12

Approval required for changing the place of diversion or place of use; severing all or any part of a right from the land; selling the right for other purposes or to other lands; or making the right appurtenant to other lands. Not pertinent to small business using water from municipal systems.

License: Lakeshore Work Permit

COST: \$10.00

CODE/ARM: Title 75, Chapter 7

Permit required for any work that will alter the source, current, or cross-sectional area of a natural lake of at least 160 acres in size, or its lakeshore, if a local governing body has adopted lakeshore protection regulations.

License: Notice of Completion of Groundwater Development

COST: \$10.00*

CODE/ARM: Title 85, Chapter 2

*Ground-water developments with a maximum use of less than 100 gallons per minute.

License: Weather Modification License

COST: \$100.00

CODE/ARM: Title 85, Chapter 3; ARM Title 26, Chapter 20

License required for any person desiring to engage in weather modification activities.

License: Weather Modification Permit

COST: 1% of estimated cost of weather modification operation

CODE/ARM: Title 85, Chapter 3; ARM Title 26, Chapter 20

Permit required before any weather modification or control activity may proceed.

PUBLIC SERVICE COMMISSION

Transportation Division

2701 Prospect Avenue, Building D
Helena, MT 59620
(406) 444-6190

License: Certificate of Public Convenience and Necessity

COST: Application Fees -

\$100.00 1-5 counties

\$200.00 6-25 counties

\$300.00 25 counties to statewide

CODE/ARM: Title 69, Chapters 11 & 12; ARM Title 38, Chapter 2

Certificate is required for the transportation of goods for hire. Burden of proof is on the applicant to prove that he is fit, willing and able to provide the service and that there is a public need for the service.

DEPARTMENT OF REVENUE

Corporation Tax Bureau

Mitchell Building, Room
Helena, MT 59620
(406) 444-2441

License: Non-Profit Organizations

COST: None

CODE/ARM: Title 15 Chapter 31; ARM Title 42 Chapter 23

Must register with Secretary of State as a nonprofit organization

License: Individuals who engage in selling coal at retail must notify the Division. Individuals who produce or sell cement or gypsum products must notify division for special report and license taxes.

COST: .05c/ton of coal; .22c/ton of cement; .05c/ton of gypsum

CODE/ARM: Title 15, Chapter 59; ARM None

Income & Miscellaneous Tax Division

Bureau Tax Section
Mitchell Building, Room 436
Helena, MT 59620
(406) 444-3388

License: Store License

COST: \$11.00 - \$206.00 Retail Annually

\$43.50 - Wholesale Annually

CODE/ARM: Title 15, Chapter 57

License: Cigarette Dealer

COST: \$5.00 to \$50.00 Annually

CODE/ARM: Title 16, Chapter 11; ARM Title 42, Chapter 31

License: Registration of Employer for Withholding Tax Purposes

COST: None

CODE/ARM: Title 15, Chapter 30; ARM Title 42, Chapter 17

License: Registration of Owner/Operator for Accommodations Tax Purposes

COST: 4% of sleeping room charge only

CODE/ARM: Title 15, Chapter 65; ARM Title 42, Chapter 14

Liquor Division

Mitchell Building, Room 375
Helena, MT 59620
(406) 444-2540

License: All-Beverage

COST: From \$400.00 - \$800.00 annually by population, plus \$100.00 for processing applications and \$20,000.00 original fee for cities with population over 10,000. Nationally chartered veterans organizations \$250.00 - \$650.00; railroads and airlines \$300.00 each; special all-alcoholic beverage for veterans & fraternal organizations permit \$20.00; resort \$2,000.00; catering endorsement \$250.00 annually plus \$35.00 for each event.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Beer Retail

COST: \$200.00 On/off premise - annually, plus \$100.00 fee for processing applications; \$30.00 per day (2 minimum, then \$15.00 per day thereafter) for special beer and/or table wine permits; \$10.00 (2 day minimum) per day veterans or fraternal; \$15.00 per day (2 day minimum) associations or corporations.

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Beer Wholesaler

COST: \$400.00 Annually, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Brewer or Beer Importer

COST: \$500.00 Annually plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Liquor Manufacturer

COST: \$600.00 Annually, plus \$100.00 fee for processing application

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Wine Distributor

COST: \$400.00 Annually, plus \$100.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

License: Wine Retail

COST: \$200.00 Annually, on/off premises, plus \$50.00 fee for processing applications

CODE/ARM: Title 16, Chapter 4; ARM Title 42, Chapter 12

Retail wine licenses for on-premise consumption are issued only as supplemental to approved retail beer license holders at additional fee.

Motor Fuels Tax Division

2517 Old Airport Road
Upstairs, Liquor Warehouse
Helena, MT 59601
(406) 444-3474

License: Alcohol Distributor

COST: Varies

CODE/ARM: Title 15, Chapter 70

License: Diesel Fuel Dealer & User

COST: Required bond amount determined by division. The bond can be either a Surety Bond or Cash Bond.

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 28

License: Gasoline Dealer Refund Permits

COST: \$3.00 Renewed every 3 years

CODE/ARM: Title 15, Chapter 70; ARM Title 42, Chapter 27

License: Gasoline Distributor

COST: Varies

CODE/ARM: Title 15, Chapter 70; ARM None

SECRETARY OF STATE

Corporations Bureau

State Capitol, Room 225
Helena, MT 59620
(406) 444-3665

License: Articles of Incorporation

COST: \$20.00, plus license fee based on authorized shares (Minimum \$70.00)

CODE/ARM: Title 35, Chapter 1; ARM Title 44, Chapter 5

Further forms will be required for any amended certificates.

License: Certificate of Limited Partnership

COST: \$20.00

CODE/ARM: Title 35, Chapter 12; ARM Title 44, Chapter 5

License: Registration of Assumed Business Name (DBA)

COST: \$15.00 Renewed every 5 years

CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5

License: Registration of Trademark

COST: \$20.00 Renewed every 10 years

CODE/ARM: Title 30, Chapter 13; ARM Title 44, Chapter 5

DEPARTMENT OF STATE LANDS

Division of Forestry

2705 Spurgin Road
Missoula, MT 59801
(406) 542-4300

License: Portable Sawmill License

COST: \$2.00

CODE/ARM: Title 76, Chapter 13

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Requirements when taking on a partner or hiring employees:

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Paint, Glass & Wallpaper	
A.	Store License
	Department of Revenue21
Retail Nurseries & Garden Stores	
A.	Store License
	Department of Revenue21
B.	Nurseryman's License
	Department of Agriculture1
Wholesale Nurseries	
A.	Wholesale License
	Department of Revenue21
B.	Nurseryman's License
	Department of Agriculture1

FOOD STORES

Bakery	
A.	Store License
	Department of Revenue21
B.	Food Purveyors License
	Department of Health & Environmental Science12
Candy, Nut & Confectionery Stores	
A.	Store License
	Department of Revenue21
B.	Food Purveyors License
	Department of Health & Environmental Science12
C.	Weighing Device License
	Department of Commerce2
Dairy Products	
A.	Store License
	Department of Revenue21
B.	Food Purveyors License
	Department of Health & Environmental Science12
C.	Wholesale Production of Dairy Products or By-products
	Department of Livestock16
Fruit & Vegetable Markets	
A.	Store License
	Department of Revenue21
B.	Food Purveyors License
	Department of Health & Environmental Science12
C.	Weighing Device License
	Department of Commerce2

Grocery Stores

A. Store License	
B. Beer/Wine Retailer's License	
C. Cigarette Dealers License	
Department of Revenue	.21,22
D. Food Purveyors License	
Department of Health & Environmental Science	.12
E. Egg Dealer's License	
Department of Livestock (required only if selling more than 25 cases per month)	.16
F. Weighing Device License	
G. Petroleum Dealers License	
Department of Commerce	.2
H. Meat Establishment License	
Department of Livestock (required if butchering, peddling or slaughtering meat).	.17

Meat & Fish Markets

A. Store License	
Department of Revenue	.21
B. Food Purveyors License	
Department of Health & Environmental Sciences	.12
C. Meat Establishment License	
Department of Livestock	.17
D. Weighing Device License	
Department of Commerce	.2

Miscellaneous Food Stores

A. Store License	
Department of Revenue	.21
B. Food Purveyors License	
Department of Health & Environmental Sciences	.12

FURNITURE & HOME FURNISHING STORES

Drapery & Upholstery Stores

Floor Covering Stores

Furniture Stores

Household Appliance Stores

Miscellaneous Home Furnishing Stores

Radio, Television & Music Stores

A. Store License	
Department of Revenue	.21

GENERAL MERCHANDISE STORES

Department Stores

Variety Stores

A. Store License	
Department of Revenue	.21

MISCELLANEOUS RETAIL

Proprietary Stores

- A. Store License**
Department of Revenue21

Liquor Stores

- A. Store License**
Department of Revenue21

Book Stores

Camera & Photographic Supply Stores

Gift, Crafts, Novelty & Souvenir Shops

Hobby, Toy & Game Stores

Jewelry Stores

Luggage & Leathergood Stores

Secondhand Stores

Sporting Goods & Bicycle Stores

Stationery Stores

- A. Store License**
Department of Revenue21

RESTAURANTS & BARS

Eating Establishments

- A. Store License**
Department of Revenue21
- B. Food Purveyors License**
Department of Health & Environmental Sciences12

Eating Places - Beer Only

- A. Store License**
Department of Revenue21
- B. Food Purveyors License**
Department of Health & Environmental Sciences12
- C. Beer Retailer's License**
Department of Revenue22

Eating Places - Beer and Wine Only

- A. Store License**
Department of Revenue21
- B. Food Purveyors License**
Department of Health & Environmental Sciences12
- C. Beer and Wine Retailer License**
Department of Revenue22

Eating Places - Full Bar Service

- A. Store License**
Department of Revenue21
- B. Food Purveyors License**
Department of Health & Environmental Sciences12
- C. All-Beverage License**
Department of Revenue22

RETAIL SERVICES

AMUSEMENT & RECREATION SERVICES

Billiards Establishments

Bowling Alleys

Drive-In Motion Picture Theaters

Motion Picture Theaters

Outfitters

- A. **Store License**
Department of Commerce2
- B. **Food Purveyor License**
Department of Health & Environmental Sciences12

Public Golf Courses

Membership Sports & Recreation Clubs*

- A. **Store License**
Department of Commerce2
- B. **Swimming Pool or Area Approval****
Department of Health & Environmental Sciences12

Fireworks

- A. **Retail License**
Department of Commerce2
- B. **County Requirements**

BUSINESS SERVICES

Advertising Agencies*

Blueprinting & Photocopying*

Commercial Photography & Art*

Mailing, Reproduction & Stenographic Services*

Photofinishing Laboratories*

- A. **Store License**
Department of Revenue21

Detective & Protective Agencies

- B. **Board of Private Security & Investigators**
Department of Commerce8

EDUCATIONAL SERVICES

Business & Secretarial Schools

Private Vocational Schools

- A. **Proprietary School License**
- B. **Proprietary School Agent Permit**
Department of Commerce2

* If a tangible product is sold.

** If Appropriate

HOTEL, MOTEL AND OTHER LODGING PLACES

Hotel, Motel & Tourist Homes

- A. **Public Accommodations License**
- B. **Food Purveyors License**
Department of Health & Environmental Sciences12
- C. **All Beverage Licenses****
- D. **Store License**
Department of Revenue21,22
- E. **Swimming Pool or Area Approval****
Department of Health & Environmental Sciences12

Bed & Breakfast Establishments

Retirement Homes

Room & Board Houses

- A. **Public Accommodations License and/or Tourist Home License**
- B. **Food Purveyors License**
Department of Health & Environmental Sciences12
- C. **Retail License****
Department of Revenue21

Camps & Trailer Parks

- A. **Tourist Campground and/or Trailer Court License**
Department of Health & Environmental Sciences12
- B. **Retail License****
Department of Revenue21

MISCELLANEOUS REPAIR SERVICES

Appliance Repair

Automotive Repair Shops

Computer Repair

Refrigeration & Heating Service & Repair

Upholstery & Furniture Repair

- A. **Store License****
Department of Revenue21

MISCELLANEOUS SERVICES

Accounting, Auditing & Bookkeeping

- A. **Public Accountant License****
Department of Commerce8

Engineering & Architectural

- A. **Engineer & Land Surveyor License**

- B. **Architects**

Data Processing

General Contracting

Legal Services

Marketing

- C. **Assumed Business Name**
Secretary of State.....23

* If a tangible product is sold.

** If Appropriate

PERSONAL SERVICES

Barber Shop

- A. **Retail License**
Department of Revenue21
- B. **Board of Barbers**
Department of Commerce4

Beauty Salon

- A. **Retail License**
Department of Revenue21
- B. **Board of Cosmetologists**
Department of Commerce4

Laundry, Cleaning & Garment Service

- A. **Licensed by County Treasurer**

Photographic Portrait Studios

- A. **Retail License**
Department of Revenue21

Shoe Repair

- A. **Retail License**
Department of Revenue21

SOCIAL SERVICES

Child Care Services

- A. **Child Adoption Agency**
- B. **Child Care Agency License**
- C. **Youth Foster Care**
Department of Family Services10

Individual & Family Services

- A. **Day Care License**
- B. **Preschool Rules**
Department of Family Services10

Residential Care

- A. **Adult Foster Care**
- B. **Community Homes for Developmentally Disabled**
- C. **Group Homes for the Physically Disabled**
- E. **Youth Group Home**
Department of Family Services10

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